

## **SURFACE TRANSPORTATION BOARD**

### **Personnel Summary**

Presidential appointees (Senate Confirmed, three vacancies currently):	2
<u>Staff Positions to be Furloughed:</u>	<u>114</u>
<u>Total Positions:</u>	<u>116</u>

### **Summary of Shutdown Activities (One half day)**

- Conduct brief orderly termination of agency functions and human resources/payroll activities to prepare for furlough period. Employees will receive furlough notices through email. Employees will be deemed to have received notice upon issuance of the email. If for some reason prior written notice is not feasible, any reasonable notice is permissible.
- Provide information on the STB website, notifying the public that STB will not accept filings during a shutdown.

### **Summary of Suspended Activities**

- Receipt of filings and pleadings
- Case processing
- Procedural schedules and decisional activities
- Oral arguments and voting conferences
- Data collection and analysis
- Tariff filings
- Recordation filings and access by public
- Site visits, meetings with local/State Government parties, and public hearings
- Litigation and court appearances
- Consumer hotline and responses to public inquiries
- Congressional support and responses to Congressional inquiries
- All administrative support activities

### **Assessment of Liquidating Cash**

- Not applicable

### **Special Circumstances**

- Litigation, court appearances, and assistance to Attorney General involving Court deadlines in cases brought before the U.S. as a result of agency decisions.

- Suspension of procedural schedule, and decisional activities involving cases with statutory deadlines.
- Directed rail service in certain emergency situations.

### **Shutdown Checklist**

- Are shutdown plans up-to-date? Yes
- Has the Office of Human Resources identified each employee subject to a furlough and made necessary preparations to notify these staff? Yes
- Are logistics in place to provide for an orderly recall of employees and a return to normal operations, once annual appropriations are restored? Yes

### **Resuming Orderly Operations**

- Use continuing operation notification system to contact employees by phone/personal email.
- Contact information technology (IT) staff and ensure that IT systems are operational.
- Provide information on the STB web site, notifying the public of when STB will accept filings.
- Review contracting activities, contacting vendors, as appropriate, and reviewing obligations and payments.